



Memorandum

Date: July 20, 2017

To: West Linn City Council, Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report for July 20, 2017

Schedule

- The August 7th Council meeting will be a combination of work session and business meeting items since is the one meeting that will be held in August.

Information Items

- Eileen's Summer Schedule. I will be away from the office from August 8th through the 15th. I will be back to work on August 16th.
- Public Records Fees and Meetings Access. We are doing a number of things to address the concerns about transparency, access to public records and meetings. Until a structural change can be made, public access to the Bolton Room will be insured for the public. Changes to the master fee schedule are proposed for the August 7th meeting (see attached.) Finally, we are working to fill in gaps and missing or confusing information on the Meeting Agendas page of the website. Dylan is coordinating the work.
- Community Engagement Best Practices. In this month's League of Oregon Cities' Local Focus magazine, the theme is community engagement. It's filled with stories of how other cities engage their citizens. I've asked Courtney to review the articles, assess how we're doing in comparison (some we're doing...and just as well) and make recommendations about how we can continue to strengthen our community engagement efforts here. She will incorporate this information into the update of the City's Communications Plan which is on her to-do list.
- Lawn Sign Enforcement. Interim Police Chief Hennelly will be setting up a focus group to discuss enforcement of lawn signs during election season, and other issues with small/micro signs that crop up around town during other times. If you know of someone that should be involved in the focus group, please contact him.
- Robinwood Station WiFi. IT Director Shane Boyle is coordinating with Friends of Robinwood Station to scope out the installation of WiFi there. The one-time and ongoing expenses for this will be paid by the City. Meanwhile, the Planning Commission met last night to discuss the code change that will address the land use approval for the facility.

- Kenthorpe Paving. A town hall for the Kenthorpe paving project has been scheduled for 6 p.m. on August 2nd at Robinwood Station. The information is posted on the city calendar, the website and social media. Public Works staff will be door-knocking the week prior to let the neighbors know about the meeting.
- Salamo Sunday Traffic. You may recall at a meeting of the Neighborhood Association Presidents earlier this year, staff was requested to develop a design for a crosswalk improvement on Salamo and to work this issue through with the Transportation Advisory Board (TAB). This is underway. The TAB asked to meet with officials from Willamette Christian Church and this will be happening at their next meeting on July 26th.
- Traffic Enforcement on West A and Fairhaven. Regarding the request for help with speeding on Fairhaven, staff followed up directly with the requestor about a path for moving forward, including connecting with our Streets Supervisor and submitting a formal request to the Traffic Safety Committee. Additionally, staff is meeting next week to discuss West A speeding issues.
- Stafford Update. At the OCCMA Summer Conference last week, there was a conversation about asking Clackamas County Administrator Don Krupp to convene a meeting of city managers to start laying out common understanding for next steps, including: 1) formally securing the Urban Reserve designation prior to beginning other work, 2) completing the three-way IGA prior to beginning any work on the planning grant, and 3) after the first two items are completed, applying for the Metro Planning grant. We also anticipate our respective elected officials will have other (or similar) thoughts or directives about next steps.
- Outreach to Tri Met. John Williams will be taking the lead in reaching out to Tri Met to discuss options for improved transit service in the city. There is a discussion about transit service in West Linn in the Southwest district of Tri-Met's service territory on its website. More on this as details emerge, but this will be scheduled for a future work session.

3. Administrative Fees

3.1. City Facility Deposits

Deposits for the use of City facilities may be made via check/credit card to be cashed/charged immediately with any potential refund returned later at the applicable time.

If the City facility is left clean with no work required on behalf of City staff or contractor, the total amount of the deposit shall be refunded. If work is required by City staff or contractor, the actual costs as provided in the section above will be ascertained and subtracted from the deposit. If the deposit exceeds the costs, then any monies remaining shall be refunded; should costs exceed the deposit, the event organizer shall be billed for the difference. All refunds will be in compliance with Ordinance No. 1493, Section 7.870 and shall be made in no more than 30 days.

3.2. Special Events (permit)

	<u>Fee</u>
Filing fee	\$ 100
Deposit	[see Section 3.1. above for deposit policy]

All special events must file for a special event permit. Barricade rental will be a pass through from the Public Works Department. City personnel costs will be charged based on services required using the methodology described in Section 1.3.

3.3. Overstreet Banner (permit)

	<u>Fee</u>
Filing fee	\$ 50

Note: all applicants must file for an Overstreet Banner permit and only City sponsored events may be advertised on a overstreet banner.

3.4. Business License Fee

	Business License Fees		Plus Home Occupation Fees	
	Annual fee [inside City]	Annual Fee (outside City)		
1 to 2 employees	\$ 41	\$ 59	Initial annual fee	\$ 105
3 to 5 employees	59	86	Annual renewal fee	10
6 to 10 employees	77	120		
over 10 employees	91	143		

Persons having a fixed place of business within the City of West Linn and who are subject to being licensed under the provisions of Sections 7.00 to 7.08 shall pay a business license fee.

Note: Non-profit organizations are required to obtain a license, but are exempt from the fees.

For an apartment house as defined in sections 7.000 to 7.080, with ten dwelling units or less, a business license fee of \$72 per year shall be assessed, and an additional amount of \$1.50 per dwelling unit shall be assessed for every dwelling unit in an apartment house in excess of ten (10).

Metro Business License versus City Business License or Both?:

Instead of getting separate business licenses within each Portland-area city that you conduct business in, you can get a single license from Metro to construct, alter and repair structures in 20 cities that have licensing requirements in the metropolitan area. The license covers all construction trades, both commercial and residential, as well as all landscape contractors. The Metro license allows contractors or landscapers to operate in 20 cities surrounding Portland having licensing requirements in the metropolitan area, excluding Portland. Exception: if your principal place of business is inside the City of West Linn, the business is required to apply for a City of West Linn Business License in addition to the Metro License. For Metro applications, contact Metro at 503-797-1710 or visit their website at: <http://www.oregonmetro.gov/index.cfm/go/by.web/id=24216>.

The City Council finds that certain trades, shops, businesses or callings are carried on in the City by persons from regular places of business and by persons from vehicles who have not regular places of business within the City; that persons with regular places of business in the City pay City ad valorem property taxes upon real and personal

property which is used in and belongs to their business and that persons who do not have regular places of business in the City escape such ad valorem taxation.

Both receive the benefit of police and fire protection, public utilities and sidewalks, streetlights, health services and other public facilities and services of the City. Therefore, in order that each shall pay as nearly as may be not a discriminatory share, but a share in proportion to benefits received of the burden supporting such facilities and services of the City, such businesses not operating from regular places of business in the City shall pay one and one-half times the license fee previously designated herein for businesses operating from a fixed place of business within the City.

Maximum annual business license fee

Based on the criteria set forth in Section 6(d) of Resolution No. 94-42, no business shall be charged an annual business license fee greater than two hundred dollars (\$200).

Adult Businesses

The application fee for a permit to own, maintain, operate or conduct an adult business (Section 7.115(1) of the West Linn Municipal Code), shall be five hundred dollars (\$500) and non-refundable.

The application fee for a permit to entertain in, or be employed by any adult business (Section 7.115 (2) of the West Linn Municipal Code), shall be fifty dollars (\$50) and non-refundable.

	Application Fee
Original application	\$ 100
Change in ownership or management	75
Renewal or temporary application	35

[These fees apply for applications of a liquor license per Section 7.715 of the WL Municipal Code.]

3.6. Dog License

Ordinance 1595 transfers dog licensing and fee collection over to Clackamas County effective 7/14/2010.

3.7. Public Record Requests

Every person has a right to inspect any public record of a public body in this state, except as otherwise provided by ORS 192. Please understand that the documents or records requested may not be immediately available for review and that an appointment to review the documents or records may be necessary. There may be a cost for the research time to retrieve the requested records and costs for duplication of requested documents. If research time is required, the requestor will be notified of the estimated cost prior to retrieving the documents or records. Prepayment for research time and copies may be required. **Any documents or records made available for review will be disassembled by city staff. Copies may be made by the requestor directly, through digital means, such as digital photography or a city supplied flash drive.**

1. Requests must be in writing using the form provided (please note, the City will not create a new document in response to a records request).
2. Requests must be submitted to the City Recorder at 22500 Salamo Rd., West Linn, Oregon, 97068, by fax at 503-650-9041, or by e-mail at cwl_records@westlinnoregon.gov. For Police record requests, please contact the Police Department directly at <http://westlinnoregon.gov/police/police-report-request>.
3. The City shall respond to all requests as soon as practical and without unreasonable delay. Generally, responses will be made within five (5) business days or, if more time is needed for a full response, within seven (7) business days.
4. The inspection of documents is preferred over copies, such inspection shall occur during normal business hours. An acceptable inspection time and place will be arranged between the requestor and the staff person. Space is provided for one person to inspect records per request.

5. The City will submit a cost estimate to the requestor to provide the requested documents, including copying charges, research time (if required), and separating exempt from non-exempt materials.

6. If the estimated cost is \$25 or more, the City shall require a deposit in the full amount of the estimate before fulfilling the request. If the actual cost exceeds the estimate, the City will not release the documents until the fee is received in full.

<u>Public Record Request services:</u>	<u>Fee</u>
Photocopying records service - first page up to 10 pages	Free
Photocopying records service - over 10 pages	See per page photocopying fees below
Records research fee:	Staff hourly wage, plus benefits (first 30 minutes free)
CD Duplication (per event/meeting, and or documents)	\$20 and \$15 for each additional
City Budget, City Audit, or City CIP document	\$ 35 for multiple copies

3.8. Photocopying, Printing, Scanning and Faxing Fees	<u>Per page fee</u>
8.5" x 11" (per page charge)	\$ 0.25
8.5" x 14" (per page charge)	0.30
11" x 17" (per page charge)	0.35

3.9. Non-sufficient Funds (NSF) Charge	<u>Fee</u>
Relating to returned payments for NSF (pursuant to West Linn Code Section 4.015 and 4.235)	\$ 25

3.10. Finance Charges
[refer interest rates and applicable fees under Section 2.4. Delinquent Utility Bill Accounts]

3.11. Municipal Court Fees and Charges	<u>Fee</u>
Fee for Setting Aside Records of Conviction / Arrest	\$ 252
Civil Compromise Fee	200
Bench Probation / Probation Violation Fee	100
Local DUII Conviction Fee	45
Fee for Fix-it Citation issued by Police	35
File Review Fee	25
Fee for fine payment agreements	20
Suspension Fee	15
Deferral Fees:	
Criminal Deferred Sentence	\$ 200
Seat-Belt / Cell Phone Deferral Fee	Range \$50 to \$110
Safe Driving Deferral Fee (Students)	Range \$50 to \$435
Safe Driving Deferral Fee (Adults)	Range \$75 to \$435
Fine schedule relating to infractions	See separate conviction schedule of fines maintained by the Municipal Court Judge as summarized below pursuant to ORS 153:

Penalty class	Presumptive		Special	
	Fine	Zone	Minimum	Maximum
	Fine	Fine	Fine	Fine
Class A	\$ 435	\$ 870	\$ 220	\$ 2,000
Class B	260	520	130	1,000
Class C	160	320	80	500
Class D	110	220	60	250

Note: Special Zones include highway work, school, and safety corridors

3.12 Administrative Appeal Fee	<u>Fee</u>
Appeal to Hearings Officer pursuant to WLMC 1.400 for all municipal code appeals without a designated appeal fee	\$ 400